



POSITION DESCRIPTION

Position Information

JOB TITLE: Executive Assistant, CEO

GRADE: E6

REPORTS TO: CEO, Biblica

HRS WKD PER WEEK: 40

Location Information

Division (s):

- Office of the CEO
- Chief Advancement Office/Development
- Partnerships
- Operations
- IT
- Office of the Chief Operations Officer
- Marketing/Communications
- Human Resources
- Other _____

Geographic Location (s):

- Colorado Springs
- Miami
- Other US location

Department: CEO

Department Number: 100

Effective Date:

Effective Date:

Status:

- New
- Revised

POSITION DESCRIPTION

Executive Assistant to CEO

I. Purpose

The Executive Assistant provides strategic level interaction, support and administration for the Office of the CEO in order to work towards the broader mission and vision of Biblica.

II. Scope

Within Biblica, the Executive Assistant interacts primarily with the Office of the CEO, and other staff members within the Global Ministry Center and the Global Ministry Team, as necessary. The Executive Assistant will also support and liaise for and with the CEO by facilitating interactions with ministry/organization partners and senior leaders, as well as major financial partners.

The Executive Assistant will extend efficiency and enhance effectiveness of the CEO through day-to-day support and representing the executive to others. Responsible for a high level of administrative and organizational support, including confidential and strategic calendar management for the CEO, preparation for meetings, CEO travel arrangements, employee meetings and communications, processing expenses. Providing confidential executive support to the CEO, handles a wide range of administrative and executive support related tasks, making decisions and applying discernment in confidential matters.

The position demands a high level of organization, flexibility, resourcefulness, efficiency and a professional demeanor in the challenges represented by supporting the executive office.

III. Responsibilities

Administration

- Anticipate, coordinate and organize the scheduling all meetings and appointments for the CEO.
- Process and respond, in the CEO's absence, to routine presidential correspondence and inquiries including e-mails
- Ensure the full preparation of the CEO for all appointments, invitations and meetings.
- Establish all logistical arrangement for the travel of the CEO (and spouse, when appropriate.)
- Coordinate and execute all hospitality functions of the Office of the CEO.
- Tracks and reviews budget variance reports for the Office of the CEO.
- Approves budget expenditures within scope of signing authority

Executive Meetings

- Serves as Recording Secretary for the Leadership Team
- Monitors compliance with organization's Bylaws

IV. Reporting Relationship

- Reports to the CEO.

V. Resource Responsibilities

- Signing authority of up to \$5,000

V. Qualifications

- Strong personal commitment to Christ, Christian Community Policy, Biblica's Mission Statement, and Statement of Faith
- Bachelor's degree required
- 3+ years executive assistant or comparable experience
- Ability and willingness to flex with the changing work flow
- Ability to maintain strict confidentiality at all times which requires discretion and diplomacy
- Strong interpersonal skills with cross-cultural sensitivity
- Excellent computer skills including Microsoft Office Suite; web-based tools (e.g. social media); Windows operating systems
- Excellent written and oral communication skills, including a professional phone presence
- Organizational skills including the ability to set priorities, multi-task, manage work flow and able to handle interruptions under pressure/stress and meet deadlines with effective time management skills
- Self-starter/able to work independently with little supervision
- Detail oriented – seeks to develop and maintain a thorough knowledge of business activities in which the CEO is involved.

VI. Competencies

1. **Dependability** –
 - a. Follows instructions, responds to management direction
 - b. Keeps commitments; Accepts responsibility for own actions
 - c. Commits to long hours of work when necessary to reach goals
 - d. Completes tasks on time or notifies appropriate person with an alternate plan
2. **Planning/Organizing** –
 - a. Prioritizes and plans work activities
 - b. Uses time efficiently
 - c. Sets goals and objectives
 - d. Develops realistic action plans
3. **Professionalism** –
 - a. Approaches others in a tactful manner
 - b. Reacts well under pressure
 - c. Treats others with respect and consideration regardless of their status or position
4. **Problem Solving** –
 - a. Identifies and resolves problems in a timely manner
 - b. Develops alternative solutions
 - c. Uses reason even when dealing with emotional topics
5. **Initiative** –
 - a. Anticipate the needs of the CEO and react accordingly
 - b. Takes independent actions and calculated risks
 - c. Looks for and takes advantage of opportunities
 - d. Asks for and offers help when needed
6. **Business Acumen** –
 - a. Understands business implications of decisions

The above job description is intended to describe the general nature and level of work being performed by staff being assigned to this position. It is not intended to be all inclusive as other duties as assigned are to be completed.